

Activity Overview:

Lining up text with the use of tabs not only helps in the look of the document, but can also enhance the efficiency of the document creation. Hitting the space bar to line up text takes time and does not ensure that the text will be lined up correctly. Use the ruler bar to quickly set left, center, or right aligned tabs. To set more precise tabs, use the tab setting dialog box. Remember that tab sets take effect from that point on in a document. For instance, if tabs are set when your cursor is halfway down a page, do not expect to use those same tabs on line one of the document.

The show/hide feature in Word allows you to see what's going on behind the scenes. Spaces display as periods (.), tabs as arrows (→) and hard returns as paragraph marks (¶). Turning on show/hide can be very helpful when editing a document, since it reveals spaces, tabs, and returns.

New Skills Reinforced:

In this activity, you will practice how to:

1. Set tabs in a document
2. Use the show/hide feature when looking at a document and displaying the ruler
3. Set page margins in a document

Instructions:

1. Open a new blank document in Word.
2. Set the page margins to 1 inch on all sides (Top, Bottom, Left, Right).
3. Turn on the ruler.
4. Turn on Show/Hide (¶ on the Home Tab, Paragraph Group).
5. Turn on your CAPS LOCK.
6. Type the text MOVIE RATINGS BY GROSS WORLDWIDE and press ENTER twice.
7. Set the following tabs:
 - a. Left aligned tab at 0.75 inches
 - b. Centre aligned tab at 2.88 inches
 - c. Right aligned tab at 5.75 inches
8. Type the remaining text as shown in Figure 6-1.
9. Select MOVIE RATINGS BY GROSS WORLDWIDE. Format to Centre, 16 pt, and bold.
10. Underline and bold the column headings "RANK", "MOVIE NAME", and "GROSS DOLLARS".

11. Vertically centre the text on the page.
12. Insert a header: Name Movie Rankings Date
13. Carefully proofread the document for spelling, grammar and accuracy.
14. Submit the document to Mrs. Cousar by email with the subject line: Movie Rankings ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)

Figure 6-1

MOVIE RATINGS BY GROSS WORLDWIDE		
TAB → <u>RANK</u>	TAB → <u>MOVIE NAME</u>	TAB → <u>GROSS DOLLARS</u>
1	TOY STORY 3	\$1,063,084,173
2	ALICE IN WONDERLAND (2010)	\$1,024,299,722
3	INCEPTION	\$823,368,082
4	SHREK FOREVER AFTER	\$737,433,086
5	HARRY POTTER AND THE DEATHLY HALLOWS: PART 1	\$716,636,701
6	THE TWILIGHT SAGA: ECLIPSE	\$692,921,112
7	IRON MAN 2	\$621,751,988
8	DESPICABLE ME	\$534,687,065
9	CLASH OF THE TITANS	\$493,214,993
10	HOW TO TRAIN YOUR DRAGON	\$493,202,818